

Grievance Letter for Missing Parts

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Repair Shop Name]

[Repair Shop Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally express my grievance regarding the service I received at your repair shop on [Date of Service]. I brought my vehicle, a [Make and Model of Vehicle], in for [specific repair/service], and I was informed that the repair would include specific parts, which I understand are crucial for the vehicle's operation.

Upon picking up my vehicle, I discovered that several parts were missing, specifically [list the missing parts]. This has created significant inconvenience and has left my vehicle unusable, affecting my daily activities.

I kindly request that you take immediate action to rectify this matter. I would appreciate a prompt response detailing how you plan to resolve this issue and ensure the necessary parts are provided as soon as possible.

Thank you for your attention to this pressing matter. I look forward to your swift response.

Sincerely,

[Your Name]